



Certificate Issuance Procedure

Introduction

This procedure outlines the standards and processes for issuing certification documents to learners who have completed educational programs at the Total Quality Training Institute (TQTI). The process adheres to the regulations set forth by the Ministry of Labour (MOL).

Applicability

This procedure applies to:

- Learners who successfully complete requirements for qualifications offered by TQTI, including programs approved by the MOL.
- Learners who meet the criteria for qualifications issued by TQTI and approved by external awarding bodies.

Procedure Statement

- TQTI is committed to providing accurate and relevant certification documentation reflecting the learner's attainment of qualifications recognized by MOL and external entities.
- Certification is issued in both digital and physical formats, in strict alignment with MOL-approved templates.
- All certifications issued conform to MOL standards and requirements.



Types of Certifications

1. Academic Transcripts:

- Official records detailing courses completed, subjects undertaken, credits earned, and advanced standings (if any).

- Transcripts are available in electronic and printed formats.

2. Certificates:

- Official documents confirming the completion of qualifications, including the full title and specialization.

- Certificates from external awarding bodies may include both digital and printed versions. Learners will be notified once these are available for collection from TQTI premises.

Methods of Issuance

1. Certification Documentation:

- Documents will state their official certification by TQTI, MOL, or external awarding bodies as appropriate.

2. Transcripts:

- Academic transcripts are provided in both digital and printed formats and are available for collection from TQTI premises at the end of the relevant program.

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Manager of Institute

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